

**BY ORDER OF THE COMMANDER  
HEADQUARTERS, 11TH WING**

**11TH WING INSTRUCTION 36-5**

**15 NOVEMBER 1999**



***Personnel***

**11TH WING COMMANDER, COMMAND  
CHIEF MASTER SERGEANT, AND 11TH WING  
MEDALLION PROGRAM**

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This instruction supplements AFI 36-2803, The Awards and Decorations Program, and establishes criteria to be utilized by the 11<sup>th</sup> Wing Commander and 11<sup>th</sup> Wing Command Chief Master Sergeant for disbursement of their respective medallions (coins) procured by appropriated funds (APF), and for the presentation of 11<sup>th</sup> Wing Medallions procured with Special Morale and Welfare (SM&W) Non-Appropriated Funds (NAF).

## Chapter 1

**1.1. Responsibilities:** The 11<sup>th</sup> Wing Commander (CC) sets policy for the wing's utilization and disbursement of the 11<sup>th</sup> Wing's medallion program.

## Chapter 2

### 2.1. 11th Wing Commander and Command Master Chief Sergeant Medallions:

2.1.1. The 11<sup>th</sup> Wing Commander and 11<sup>th</sup> Wing Command Chief Master Sergeant Medallions are procured with appropriated funds. They are authorized to be presented to military and civilian personnel who meet the following criteria:

2.1.1.1. Work above and beyond the call of duty. Such work may be for work outside one's routine job description, for performing one's duties in an exceptionally extraordinary manner, and as a formal/informal reward for successful accomplishment of a particular program, function, or mission.

2.1.1.2. Providing immediate recognition of stellar performers in and for the wing, such as 11<sup>th</sup> Wing Salutes, those performing acts of heroism, and other specific notable accomplishments.

2.1.1.3. Spotlighting those providing exceptional support and recommended by their supervisors during worldwide troop visits.

2.1.1.4. As a token of thanks to recognize those agencies and individuals performing selfless acts of benefit to the wing, service, and/or community.

2.1.1.5. The medallions will not be used for special incentive programs, motivation awards, mementos, or signifying membership in an organization.

2.1.2. The 11<sup>th</sup> Wing Commander and 11<sup>th</sup> Wing Command Chief Master Sergeant Medallions may also be procured through 11<sup>th</sup> Services Division using the SM&W Program. When utilizing SM&W funds, these medallions may be presented to visiting government and non-government personnel. Also, at the discretion of the Commander/Command Chief Master Sergeant, the medallion may be presented in lieu of a plaque or another comparable award for competitive or wing-wide awards program.

### 2.2. 11th Wing Medallions:

2.2.1. The 11<sup>th</sup> Wing Medallions will be procured through 11<sup>th</sup> Services Division using the SM&W Program. Medallions procured with SM&W funds may be presented to visiting government and non-government personnel, or may be presented in lieu of a plaque or another type of award for competitive or wing-wide awards programs. There may be no expenditure authorization for mission accomplishment, special incentive program, or compliance motivation awards. There is also no authority to use these NAF-procured 11<sup>th</sup> Wing Medallions as mementos or signifying membership in an organization.

## Chapter 3

### 3.1. Maintenance:

3.1.1. Accountability: The 11th Wing Commander and 11th Wing Command Chief Master Sergeant Medallions will be serially numbered. The 11th Wing Medallions will not be numbered.

3.1.2. Record Keeping: Issuance will be documented on an approved data system.

3.1.3. Storage: Unused medallions will be stored in a secured container.

DUANE W. DEAL, Colonel, USAF  
Commander, 11th Wing